

ALIGRA

FOOD SAFETY GUIDELINES

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Personal Hygiene

To keep food safe, everyone working in a food-handling area must maintain a high level of personal hygiene and ensure the following:

- Correct hand washing is essential to prevent contamination.
- Always wash your hands in the specialist basin provided. Never the sink used for washing equipment or food as this leads to contamination.
- Once wet, bacterial soap should be rubbed vigorously for 15-20 seconds into hands, ensuring each hand is cleaned, including the fingertips, between the fingers and the wrist and forearm.
- Hands should be dried in a hygienic manner such as an air dryer, paper towel or clean roller towel. Never use cloths, tea towels or overalls as this will cause contamination.
- You should never wear watches, brooches, jewelled rings, or earrings as they can gather dirt and bacteria and could drop into food. Avoid strong smelling perfumes and heavy makeup, as these can taint food products.
- You must not handle food if you are suffering from the following conditions: diarrhoea or vomiting, skin infections or a heavy cold.

Serving Food

- To maintain good hygiene control, food handlers must:
- Use tongs or spoons to pick up food (one for each kind of food).
- Place paper, polythene or a container on scales and weighing machines before using them.
- Never handle food and money at the same time.
- Make sure animals are kept out of food premises (except guide dogs in shops).
- Keep foods covered and away from the serving counter to prevent customers sneezing on them.

Chilling and Freezing Food

Storing food properly helps to stop harmful bacterial from growing. The following will need to be always adhered to:

- The freezer should be operating at a maximum temperature of -18°C.
- The fridge should be operating at a temperature between 1°C – 4°C. This should be checked and recorded regularly. Take care not to leave the door open for long periods.
- Do not overload food above the load line in a freezer and label all foods with the correct dates to ensure that stock is rotated correctly.
- If you don't have a separate fridge for raw foods, ensure that you keep the raw foods on the lower shelves with other foods above them.
- Do not put hot foods directly into the fridge.

Preventing Cross-contamination

Cross-contamination is when bacteria is spread between food, surfaces, or equipment. Everyone working in a food-handling area has a personal responsibility to prevent cross-contamination by doing the following:

- Immediately clean work surfaces where raw meat and poultry have been handled.
- Keep utensils and equipment used in the preparation of raw meats and poultry separate from those used for other foods. If this is not possible, they must be washed and disinfected before being used on other foods.
- Maintain a high standard of general cleanliness of worktops and equipment.
- Keep separate cloths and chopping boards for use with different kinds of food.
- Keep wiping cloths used in raw food areas out of other areas. Use a disposable cloth if available.

Cleaning products

A wide range of products are available for cleaning and disinfection. The manufacturer's instructions should be read carefully to ensure that the product is suitable for food surfaces and that it is used correctly. To effectively kill any harmful bacteria properly, food handlers must:

- Leave the cleaning product on the surface for the time specified in the instructions.
- Read the manufacturer's guidance to check if it needs to be diluted before use.